



WASHOE COUNTY

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CM/ACM	<u>KS</u>
Finance	<u>DW</u>
DA	<u>✓</u>
Risk Mgt.	<u>N/A</u>
HR	<u>N/A</u>
Other	<u>N/A</u>

STAFF REPORT BOARD MEETING DATE: June 9, 2015

DATE: April 28, 2015

TO: Board of County Commissioners

FROM: Bob Webb, AICP, Planning Manager, Planning and Development, Community Services Department, 328-3623, bwebb@washoecounty.us

THROUGH: William H. Whitney, Division Director, Planning and Development Community Services Department, 328-3617, bwhitney@washoecounty.us

SUBJECT: Approve re-appointment of Sarah Chvilicek to the Washoe County Planning Commission, on the recommendation of the Washoe County Commission Chair, to represent Commission District 5 on the Planning Commission for a term beginning on July 1, 2015, and ending on June 30, 2019, or until such time as a successor is appointed.
(Commission District 5.)

SUMMARY

Sarah Chvilicek was appointed by the Board of County Commissioners (Board) to fill an unexpired term on the Washoe County Planning Commission. The term began on October 22, 2013 and will expire on June 30, 2015. County Commissioner Jeanne Herman has recommended Sarah Chvilicek to the Chair of the Washoe County Commission to be considered for reappointment to the Planning Commission. If reappointed, the term will begin on July 1, 2015, and end on June 30, 2019, or until such time as a successor is appointed.

Washoe County Strategic Objective supported by this item: Public participation and open, transparent communication.

PREVIOUS ACTION

On October 22, 2013, the Board appointed Sarah Chvilicek to the Washoe County Planning Commission to fill an unexpired term.

BACKGROUND

Nevada State Law requires Washoe County to create a Planning Commission to adopt the County's Master Plan and to provide other land use duties as established in County codes. The Board established the Planning Commission to hear and decide on applications for abandonments, certain special use permits, and tentative subdivisions; and, to hear and make recommendations to the Board concerning amendments to the County's Master Plan and the Development Code (Washoe County Code Chapter 110), adopted Regulatory Zoning maps, and Development Agreements. Terms of appointment

AGENDA ITEM # 5GT1

are four years and the appointees must be residents of the unincorporated area of Washoe County and registered voters at the time of their appointment and throughout their term of office. The Board appoints seven members to the Planning Commission as follows:

- Five members representing each of the County Commission Districts;
- One member from north of the Truckee River; and,
- One member from south of the Truckee River.

Based on direction previously provided by the Board, the Commissioner whose district is represented by the Planning Commission vacancy, (Commission District 5 in this case) recommends the appointment. Commissioner Herman recommends that Sarah Chvilicek be reappointed to a full term to the Planning Commission commencing on July 1, 2015, through June 30, 2019, or until such time as a successor is appointed. Ms. Chvilicek has not completed a full membership term on the Planning Commission and is eligible for reappointment. Ms. Chvilicek is willing to be reappointed to the Planning Commission. She updated her current application, which is included as Exhibit A to this staff report.

WCC Section 110.912.05(c)(1) requires that the Chairman of the Board appoint, subject to the approval of the Board, members of the Planning Commission.

FISCAL IMPACT

As authorized by NRS 278.040(3) and Washoe County Code Section 110.912.05(e), the Planning Commission members receive an \$80 per meeting stipend. The Planning Commission is required by Nevada Revised Statute to meet monthly, which equates to an annual per member stipend of \$960. Funds to compensate all Planning Commission members for scheduled meetings were approved as part of the FY 2015-2016 budget of the Planning and Development Division, Community Services Department (account 105400-710110).

RECOMMENDATION

It is recommended that the Board of County Commissioners approve re-appointment of Sarah Chvilicek to the Washoe County Planning Commission, on the recommendation of the Washoe County Commission Chair, to represent Commission District 5 on the Planning Commission for a term beginning on July 1, 2015, and ending on June 30, 2019, or until such time as a successor is appointed.

MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve re-appointment of Sarah Chvilicek to the Washoe County Planning Commission, on the recommendation of the Washoe County Commission Chair, to represent Commission District 5 on the Planning Commission for a term beginning on July 1, 2015, and ending on June 30, 2019, or until such time as a successor is appointed."

Exhibit A Application for Community Service, Sarah Chvilicek

cc: Sarah Chvilicek (e-mail)
 Bob Webb (e-mail)



Washoe County Community Service Application

Volunteer ... Make a Difference in Washoe County!

Please complete the following application to indicate your interest in a position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position. Applications may also be obtained on our website at www.washoecounty.us.

Is there a specific Board or Commission vacancy you are applying for? If yes, which one?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Washoe County Planning Commission	

Name: Sarah Chvilicek

Residential Home Address

Address: 11595 Osage Rd		
City: Reno	State: NV	Zip: 89508
Assessor's Parcel Number if known: 086-221-06		
Home Phone: 775.972.5447	Cell Phone: 775.722.5447	
E-mail: chviliceks@unce.unr.edu		

Mailing Address (if different from residential home address)

Address:		
City:	State:	Zip:

Occupation and Business Address

Job Title: Administrative Faculty, Washoe County 4-H Youth Development Programs		
Business Name: University of Nevada Cooperative Extension		
Address (Street and/or P.O. Box): 4955 Energy Way		
City: Reno	State: NV	Zip: 89502
Assessor's Parcel Number if known:		
Business Phone: 775.336.0236		
E-mail: chviliceks@unce.unr.edu		

Registered Voter

Are you registered to vote in Washoe County?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership on a Citizen Advisory Board. This requirement may be waived on a case-by-case basis by the County Commission.	

How long have you lived in your area? (Years/Months) 22 years 5 months
How long have you lived in Washoe County? (Years/Months) 27 years 5 months
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please list conviction dates and nature:

Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

I continue to be actively engaged in citizen involvement in Washoe County. I believe that I have demonstrated that I have been an active Planning Commissioner as I filled an unexpired term. I have taken my role as a planning commissioner very seriously and I have served professionally. I am a proven facilitator and I have engaged citizens and/or officials with respect. I have a good understanding of the function of government and the role that citizens play in the success of the vision and the mission of county government.

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

I have served on the North Valleys Citizens Advisory Board for many years and as the chair for the last several years until I was appointed to the planning commission in October 2013. I still actively participate in the CAB meetings. I have also served as a Park Commissioner and served as the chair until my term was completed. I am dedicated to citizen engagement and providing a respectful voice for engagement. I believe I am respected for my efforts as well as my insistence on respect and dignity for any discourse.

I am the Program Coordinator for the Washoe County 4-H Youth Development Programs for the University of Nevada Cooperative Extension and I have been in that position since 1989. Through my position I work with youth, adult volunteers, university faculty and policy makers across the nation to bring thoughtful research based programs to the youth of Washoe County. I hold a degree in Political Science with an emphasis on Public Policy. I have served on many community non-profit boards and I have a proven record of consensus building.

I appreciate the opportunity to serve as a Planning Commission members.

List your community and/or civic involvement history.

Nevada Women's Lobby – founding member and founding chair
Committee to Aid Abused Women – volunteer, board member, board chair
North Valleys Citizens Advisory Board
Regional Park and Open Space Commission – member and chair
Blue Ribbon Committee on Regional Fire Service – chair
Nevada State 4-H Camp Advisory Committee
Polling Manage for primary and general elections
Truckee Meadows Park Foundation – board member
Crisis Call Center – board member

Please list the name and phone number of any personal references that we may contact.

Pam Russell – 775-657-6395
Arlene Marshrey – 775-972-7804
Francine Donshick – 775-972-1636
Elizabeth & John Howe – 775-972-5447

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent bylaws. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. [If appointed to a Citizen Advisory Board (CAB), I agree to attend a CAB new member orientation session within six months of my appointment. I understand that failure to comply with this requirement will result in automatic removal from the Citizen Advisory Board.]

Signature: Sarah Chubeeck Date: 5/11/15

PLEASE RETURN THE APPLICATION TO:

Washoe County Planning and Development
P.O. Box 11130, 1001 E. Ninth Street, Room A275, Reno, NV 89520-0027
Phone: (775) 328-3600; FAX: (775) 328-6133; Email: kemerson@washoecounty.us

Date Received: _____

Commission District: _____

Appointed to: _____

Date of Appointment: _____

Thank you for your interest in Washoe County Government!

**This document is part of the public record
and is available for public review.**